

|   |  |   |
|---|--|---|
| Description of Position   | TITLE OF POSITION: <u>SECURITY SPECIALIST</u>  | CLASSIFICATION CODE: <u>00113600 UNCLASSIFIED</u>   |
|   | SALARY RANGE: <u>28029-30290 GRADE 00310A</u>  | REFERENCE POSITION NO.: <u>00702</u>  |
|   | Department or Agency Name <u>EXECUTIVE MILITARY STAFF</u>  | APPLICATION PERIOD: <u>4/24/06-4/30/06</u>  |
|   | Division/Section/Unit <u>Maint Of Fed. Bldgs Security</u>  |   |
|   | Assignment(s) / Comments .   |   |
|   | Shift and Days: <u>TBD. 40.0 WORK WEEK</u>   | Job Location: <u>NORTH KINGSTOWN</u>  |
|   | Restrictions/Limitations: <u>LIMITED TO FEDERAL FUNDING 9-30-06 //Leave to Protect Status 6/18/06</u>  |   |
|   | Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No  |   |
|   | Name of Bargaining Unit Union: <u>COUNCIL 94, LOCAL 2886</u>   |   |
|   | There is <u>  </u> is not <u>  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>  |   |
| NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.   |  |   |
| General Information to Candidate  | <b>INSTRUCTIONS:</b>   |   |
|   | <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or within a cover letter, both the File Position Title and Number.   |   |
|   | <b>Most Important</b> - Please include the following information:  |   |
|   | • The title of the position for which you are applying   | • Name of department where you are currently employed   |
|   | • Title of your present position and date you entered it   | • Your business telephone number  |
|   | • Date you entered State service   | • Present Union Affiliations  |
|   | <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>   |   |
|   | <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>  |   |
|   | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. |   |
|   | <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>   |   |
| • <b>Reasonable Accommodations:</b>   |  |   |
| If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. |  |   |
| • <b>Medical Information:</b>   |  |   |
| Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).   |  |   |
| Statement of Duties   | <b>DUTIES / RESPONSIBILITIES:</b>  |   |
|   | SEE ATTACHED JOB SPECIFICATONS.  |   |
| Minimum Education & Experience  | <b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  |   |
|   | (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)<br><b>Education:</b> Such as may have been gained through: <b>or Experience:</b> Such as may have been gained through: <b>Special Requirement:</b>  |   |
| SEE ATTACHED JOB SPECIFICATIONS. NOTE: SPECIAL REQUIREMENTS (Mandatory).  |  |   |
| Where to Apply  | Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>  |   |
|   | EXECUTIVE MILITARY STAFF<br>ATTN: SUE JAY<br>705 NEW LONDON AVENUE<br>CRANSTON, RI 02920   | Telephone #: <u>275-4648</u><br>Fax #: <u>275-4053</u><br>TTY/TDD #: <u>                    </u><br>(Telecommunication Device for the Deaf) |



UNCLASSIFIED

CLASS TITLE: **SECURITY SPECIALIST**

**GRADE: 00310 A    RANGE: 28029-30290**

**LOCATION:** NORTH KINGSTOWN

**SCOPE OF WORK:** This position is located in the Security Functional Area in support of the Rhode Island Army and Air National Guard (ARNG/ANG) facilities. Incumbent performs installation security; maintains law and order. Enforces security of property and personnel within the area of responsibility.

**SUPERVISION RECEIVED:** Under the direct supervision of the Security Technician authorized on a full time basis.

**SUPERVISION EXERCISED:** Incumbent must be mentally alert at all times, must be capable of taking prompt, efficient action in cases of fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding federal property and Rhode Island National Guard installations. Daily contact with military and civilian personnel. Must use tact and good judgement in his/her actions.

**DUTIES AND RESPONSIBILITIES:**

Performs security and resource protection duties within the area of responsibility. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points to area. Patrols installation to insure federal property and Army/Air National Guard resources are properly secured.

Conduct searches of persons and property within the geographic jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law.

Perform security measures required to secure the combat potential against sabotage and or attacks by individuals, small mobs or forces. Contact local, federal or civil law enforcement officials to obtain assistance when ANG/ARNG resources are threatened.

Enforces standards of conduct and adherence to applicable laws and regulations within the ANG area of responsibility. Handles emergencies until appropriate key personnel are contacted, and assumes responsibility for the situation.

May perform duties with intrusion detection equipment to monitor and maintain communications with the base patrol and other law enforcement agencies. Provides response to emergency situations within the ANG/ARNG area of responsibility.

Detains suspects within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law.

Performs other duties as directed by competent authority. Illustrative examples of work performed will be published in the base security operating instructions.

**KNOWLEDGE, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the ARNG/ANG).

(\*)State Security Specialists will within 60 days subsequent to the publication of regulations, and annually thereafter, receive an initial orientation on the following topics.

- (1) Unit mission as applicable to their duties.
- (2) Use of security facilities and equipment
- (3) Explanation of job description.

- (4) Discussion of duties and procedures outlined in the resource protection plan.
- (5) Authority and jurisdiction to include use of force briefing.
- (6) Memorandum of understanding of agreements concerning security or police support by local agencies.

(\*)State Security Specialists shall be armed while in performance of on-base duties only. Prior to being authorized to bear arms, each state security specialist must have received a course of fire in accordance with FI 36-226, or by an authorized licensed agency such as a city, county, or state police department. Must complete the training and indoctrination specified in AFI 31-209.

The requirements in paragraphs annotated by an asterisk (\*), need not be duplicated where the State Security Specialists are also guardsmen and hold military unit manning document (UMD) positions. In such cases, the individual annual Security Proficiency Training is considered adequate.

As a minimum a State Security Specialist must be aware of procedures to be taken in the event of an emergency, to include being familiar with local radio call signs, telephone numbers, recall rosters and emergency action checklists.

### **SPECIAL REQUIREMENTS:**

#### **Mandatory:**

- 1. Must have a police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment.
- 2. Must qualify semi-annually on the issued weapon.
- 3. Must have and maintain a valid state of residence driver's license.
- 4. Must successfully pass a psychological evaluation test. Must pass an entrance physical administered by a certified state physician.
- 5. Chief, Security Police and/or his designated representative will conduct an interview.
- 6. Must be eligible to obtain a Secret security clearance.
- 7. Must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Such as may have been gained through completion /graduation of twelve (12) school grades or G.E.D. equivalent.

The State Security Specialist will at a minimum have had an Air Force Security Police AFSC, or Army Military Police MOS; or have completed a comparable civilian/federal law enforcement school; or have had experience through such employment; or as determined by the appointing authority.

Revised: 5/2004

Reviewed: AUG 11, 2005